

Request for Language Study Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exemption from the language study requirement for [specific course/program name] due to [briefly explain reason for exemption, e.g., prior language proficiency, alternative qualifications, etc.].

As evidence of my qualifications, I have attached [mention any supporting documents such as transcripts, certifications, or experiences related to language proficiency]. I believe this information demonstrates my capability and understanding of the language.

I appreciate your consideration of my request and look forward to your reply. Thank you for your time.

Sincerely,

[Your Name]